

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 1 – By 2013, 60% of the state's parishes will be surveyed to identify historic properties.
Indicator Name: Number of acres surveyed for inventory.
LaPAS PI Code: None

1. **Type and Level:**
Input – General
2. **Rationale:**
We are required to report this figure as part of our annual federal grant process. Eventually the survey is expected to cover the entire state. Acreage is used as an indicator of the territory covered thus far.
3. **Use:**
To inform management decision-making about resource allocation, and to fulfill our obligation to report this activity to the National Park Service as part of our ongoing grant agreements with that federal agency.
4. **Clarity:**
The goal here is to record every historic property in the state, with "historic" being those at least 50 years old.
5. **Validity, Reliability and Accuracy:**
Unaudited. Field surveyors and staff members from our agency canvass the state, parish by parish, creating written reports on properties more than 50 years old. Our agency strives to engage only those individuals who do accurate and professional work. We discontinue the services of any whose work proves otherwise.
6. **Data Source, Collection and Reporting:**
Data is submitted in reports from field surveys. Data is tabulated quarterly as reports are received.
7. **Calculation Methodology:**
Acreage is determined using digital information and U.S. Geological Survey 7½ minute quad. maps. A grid is placed over each map to read the acreage.
8. **Scope:**
The acreage figure is not broken out in any way beyond the absolute number.
9. **Caveats:**
We use the acre as a unit of measure for land surveyed; however, the National Park Service uses the hectare as its unit of measure.
10. **Responsible Person:**
Mike Varnado, Architectural Historian 2
Phone 225-342-8160; Fax 225-342-8173; E-mail mvarnado@crt.state.la.us.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 1 – By 2013, 60% of the state's parishes will be surveyed to identify historic properties.
Indicator Name: Number of buildings surveyed annually.
LaPAS PI Code: 1291

- 1. Type and Level:**
Output – Key
- 2. Rationale:**
We are required to report this figure as part of our annual federal grant process. Under an annual agreement with the National Park Service, our office works toward surveying every building in the state more than 50 years old.
- 3. Use:**
To inform management decision-making about resource allocation; and, see number 2, above.
- 4. Clarity:**
Performing a "survey" of a building is a much less detailed review of a building than making a "record" of a building with a measured drawing.
- 5. Validity, Reliability and Accuracy:**
Unaudited. Field surveyors and members of our staff canvass the state, parish-by-parish, creating written reports on properties more than 50 years old. Our agency strives to engage only those individuals who do accurate and professional work. We discontinue the services of any whose work proves otherwise.
- 6. Data Source, Collection and Reporting:**
Data is submitted in the form of quarterly reports on our field surveys. Each quarterly report is due one month after the close of the quarter.
- 7. Calculation Methodology:**
Absolute Count.
- 8. Scope:**
The figure is not broken out in any way beyond the absolute number.
- 9. Caveats:**
See item 4, above. Also note that, in the past, Performance Indicator number 1291 had used the term "recorded," however, the number of buildings reported in this indicator has merely been those simply surveyed, not recorded with a measured drawing.
- 10. Responsible Person:**
Mike Varnado, Architectural Historian 2
Phone 225-342-8160; Fax 225-342-8173; E-mail mvarnado@crt.state.la.us.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 1 – By 2013, 60% of the state's parishes will be surveyed to identify historic properties.
Indicator Name: Number of properties recorded with measured drawings.
LaPAS PI Code: None

- 1. Type and Level:**
Outcome – General
- 2. Rationale:**
We are required to report this figure under of our annual Federal grant agreement with the National Park Service. Our federally approved Comprehensive Historic Preservation Plan mandates recording the broad range of our most significant and endangered buildings. The count of buildings recorded gives an indication of our progress towards recording all viable candidates for the National Register of Historic Places.
- 3. Use:**
To inform management decision-making about resource allocation; and, see number 2, above.
- 4. Clarity:**
Performing a "survey" of a building is a much less detailed review of a building than making a "record" of a building with a measured drawing.
- 5. Validity, Reliability and Accuracy:**
Unaudited. These drawings are produced under grants from our office to various university programs of architecture. For a number of years, this work has garnered national awards for the excellence of the drawings.
- 6. Data Source, Collection and Reporting:**
The State professional staff compiles drawings and data produced. These drawings and data are stored at our office and the State Library; in addition, we send archival copies of the materials to the National Park Service in Washington, D.C. The number of properties is reported at the close of each fiscal year.
- 7. Calculation Methodology:**
Absolute count based upon whole properties, which may contain more than one building.
- 8. Scope:**
This figure is not broken out in any way.
- 9. Caveats:**
See items 4 and 7, above. Also, our level of appropriations impacts our number of drawings produced.
- 10. Responsible Person:**
Mike Varnado, Architectural Historian 2
Phone 225-342-8160; Fax 225-342-8173; E-mail mvarnado@crt.state.la.us.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 1 – By 2013, 60% of the state's parishes will be surveyed to identify historic properties.
Indicator Name: Cumulative percentage of parishes surveyed to identify historic properties.
LaPAS PI Code: 20811

- 1. Type and Level:**
Outcome – Key
- 2. Rationale:**
We are required to report on our progress toward surveying the entire state for historic properties as part of our annual federal grant agreement with the National Park Service. Under that agreement our office works toward surveying every building more than 50 years old.
- 3. Use:**
To inform management decision-making about resource allocation; and see item 2, above.
- 4. Clarity:**
Not applicable.
- 5. Validity, Reliability and Accuracy:**
Unaudited. Parish surveys are reported to us by contract surveyors. We seek to engage only those who produce reliable and accurate work. Those whose work proves otherwise, we discontinue using.
- 6. Data Source, Collection and Reporting:**
Data is submitted in the form of quarterly reports prepared by contract surveyors and reports from our staff. Each quarterly report is due one month after the close of the quarter.
- 7. Calculation Methodology:**
Absolute Count.
- 8. Scope:**
The figure is not broken out in any way beyond the absolute number.
- 9. Caveats:**
Parishes vary sharply in the number of historic properties each contains. Our progress in this work is dependent upon our level of appropriation.
- 10. Responsible Person:**
Mike Varnado, Architectural Historian 2
Phone 225-342-8160; Fax 225-342-8173; E-mail mvarnado@crt.state.la.us.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 2 – By 2013, improve management of the record of Louisiana’s archaeological resources and assets by providing on-line availability of 100% of the site forms and by curating 100% of the artifact collections to state and federal standards.
Indicator Name: Number of sites for which forms are received each year.
LaPAS PI Code: New

1. **Type and Level:**
Input – General
2. **Rationale:**
Shows how many site forms archaeologists and others submitted to the Division of Archaeology.
3. **Use:**
To inform management decision-making about resource allocation; and help protect important archaeological resources.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Almost all site forms submitted to us are prepared by professional archaeologists working under federal and state guidelines.
6. **Data Source, Collection and Reporting:**
Archaeologists submit information about newly discovered and revisited archaeological sites on forms. These are tabulated as they are received.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
Number includes forms resulting from federal projects, state projects, regional archaeologists’ projects, and our station archaeologist’s projects.
9. **Caveats:**
Dependent on archaeologists submitting site forms, so the number is almost wholly outside the control of our agency.
10. **Responsible Person:**
Cheraki Williams, Archaeologist 2
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: cwilliams@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 2 – By 2013, improve management of the record of Louisiana’s archaeological resources and assets by providing on-line availability of 100% of the site forms and by curating 100% of the artifact collections to state and federal standards.
Indicator Name: Number of archaeological sites newly recorded or updated annually.
LaPAS PI Code: 10308

1. **Type and Level:**
Output – Key
2. **Rationale:**
Shows how many site forms were submitted and added each year to the official state archaeological site files. That is a valid measure of our strategy to increase the number of sites recorded.
3. **Use:**
To inform management decision-making about resource allocation; and help protect important archaeological resources.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Almost all reports submitted to us are prepared by professional archaeologists working under federal and state guidelines.
6. **Data Source, Collection and Reporting:**
Archaeologists must submit site forms for each site recorded or updated as part of federal or state projects.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
Number includes sites recorded or updated as a result of federal projects, state projects, regional archaeologists’ projects, and the station archaeologist’s projects.
9. **Caveats:**
Dependent on archaeologists submitting reports to provide accurate and timely information. Type, number, and location of proposed federal and state projects affect acreage surveyed. The amount of work and the locations are almost wholly outside the control of our agency.
10. **Responsible Person:**
Cheraki Williams, Archaeologist 2
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: cwilliams@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 2 – By 2013, improve management of the record of Louisiana’s archaeological resources and assets by providing on-line availability of 100% of the site forms and by curating 100% of the artifact collections to state and federal standards.
Indicator Name: Cumulative number of cubic feet of artifacts and related records administered.
LaPAS PI Code: New

1. **Type and Level:**
Output – General
2. **Rationale:**
Shows total number of cubic feet of artifacts and the total number of cubic feet of records associated with those artifacts that are stored in the State’s archaeological curation facility in Baton Rouge.
3. **Use:**
To show size of archaeological collection for which the state is responsible.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Done by count of cubic feet of material.
6. **Data Source, Collection and Reporting:**
Archaeologists submit site artifacts and related records for permanent curation.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
Number includes collections turned over to the state that result from federal projects, state projects, and regional archaeologists’ projects.
9. **Caveats:**
Dependent on amount of artifacts recovered by archaeologists. Fluctuates annually based on number and type of state and federal projects in the state.
10. **Responsible Person:**
Sherry Wagener, Archaeologist 1
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: swagener@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 2 – By 2013, improve management of the record of Louisiana's archaeological resources and assets by providing on-line availability of 100% of the site forms and by curating 100% of the artifact collections to state and federal standards.
Indicator Name: Percent of sites for which records are available in electronic form.
LaPAS PI Code: New

1. **Type and Level:**
Outcome – General
2. **Rationale:**
Shows accessibility of site data.
3. **Use:**
To inform management decision-making about resource allocation.
4. **Clarity:**
A site record is a multi-page form, a database file, and a GIS file.
5. **Validity, Reliability and Accuracy:**
Unaudited. Arrived at by simple math calculation of tangible factors.
6. **Data Source, Collection and Reporting:**
Counted by staff.
7. **Calculation Methodology:**
Division.
8. **Scope:**
Number of sites includes those recorded as a result of federal projects, state projects, regional archaeologists' projects and the station archaeologist's projects.
9. **Caveats:**
Number of sites is dependent upon quantity of site forms submitted by archaeologists.
Site number fluctuates annually based on number and type of state and federal projects in the state.
10. **Responsible Person:**
Cheraki Williams, Archaeologist 2
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: cwilliams@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 2 – By 2013, improve management of the record of Louisiana’s archaeological resources and assets by providing on-line availability of 100% of the site forms and by curating 100% of the artifact collections to state and federal standards.
Indicator Name: Number of cubic feet of artifacts and related records that are newly curated to state and federal standards.
LaPAS PI Code: 21901

1. **Type and Level:**
Outcome – Key
2. **Rationale:**
Shows annual number of cubic feet of artifacts and the number of cubic feet of records associated with those artifacts that are added to the collections at the state’s curation facility in Baton Rouge and that meet state and federal standards.
3. **Use:**
To show the annual size of archaeological collection for which the state is meeting state and federal guidelines.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Done by count of cubic feet of material.
6. **Data Source, Collection and Reporting:**
Archaeologists submit site artifacts and related records for permanent curation.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
Number includes collections turned over to the state that result from federal projects, state projects, and regional archaeologists’ projects.
9. **Caveats:**
Dependent on amount of artifacts recovered by archaeologists. Fluctuates annually based on number and type of state and federal projects in the state.
10. **Responsible Person:**
Sherry Wagener, Archaeologist 1
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: swagener@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Number of historic properties restored using grants.
LaPAS PI Code: 1289

- 1. Type and Level:**
Output – General
- 2. Rationale:**
The number of buildings restored gives an indication of the success of our efforts in working to preserve Louisiana's architectural legacy.
- 3. Use:**
To inform management decision-making about resource allocation; and, see number 2, above.
- 4. Clarity:**
Not applicable.
- 5. Validity, Reliability and Accuracy:**
Unaudited. While much of this information comes to us from municipalities we provide grants to, those municipalities are expected to have documentation to substantiate the figures they report to us.
- 6. Data Source, Collection and Reporting:**
Data is reported quarterly by grant-receiving municipalities as well as the State staff, and the State staff makes an annual compilation close to the end of each State fiscal year.
- 7. Calculation Methodology:**
Absolute count.
- 8. Scope:**
This figure is not broken out in any way beyond the absolute number. The number of historic properties preserved, which was included in our previous strategic plan, has been divided into the following three separate indicators for clarity: Number of historic properties restored using grants, Properties renovated through the Tax Credit programs, and Number of properties placed on the National Register.
- 9. Caveats:**
Note: this indicator was formerly at the "key" level (was PI code 1289); however, we renamed it to "general" because it is a component of a separate key indicator under this objective, "number of historic properties preserved" (LaPAS PI code 1287).
- 10. Responsible Person:**
Alison Saunders, Architectural Historian Manager
Phone: 225-342-8160; Fax: 225-342-8173; E-mail: asaunders@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Properties renovated through the Tax Credit programs.
LaPAS PI Code: None

- 1. Type and Level:**
Outcome – General
- 2. Rationale:**
The number of buildings renovated gives an indication of our progress in preserving Louisiana's architectural legacy.
- 3. Use:**
To inform management decision-making about resource allocation; and, see number 2, above.
- 4. Clarity:**
Not applicable.
- 5. Validity, Reliability and Accuracy:**
Unaudited. We maintain a logging system for all tax credit projects, using both paper and electronic record keeping.
- 6. Data Source, Collection and Reporting:**
The professional staff reviews our in-house logging system and our electronic database, and the data is submitted to the Director. The logging system and database are reviewed quarterly for up-to-date reports.
- 7. Calculation Methodology:**
Absolute count.
- 8. Scope:**
This figure is not broken out in any way beyond the absolute number. Note that there are two separate tax credit programs: one federal, one state. Also note that the State program itself has two parts: revenue-producing properties and residential properties. The number of historic properties preserved, which was included in our previous strategic plan, has been divided into the following three separate indicators for clarity: Number of historic properties restored using grants, Properties renovated through the Tax Credit program, and Number of properties placed on the National Register.
- 9. Caveats:**
We track new project proposals as we receive them in the form of National Park Service Rehabilitation Tax Credit Application Part 2 documents. Occasionally a proposed project that we track and record will not go forward. This may occur for a variety of reasons. Usually, the reason is that the financial arrangement for the project "fell through."
- 10. Responsible Person:**
Alison Saunders, Architectural Historian Manager
Phone: 225-342-8160; Fax: 225-342-8173; E-mail: asaunders@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Private investment generated through Tax Credit programs.
LaPAS PI Code: None

- 1. Type and Level:**
Outcome – General
- 2. Rationale:**
Tracking the private dollars leveraged by this program gives a good indication of [part of the](#) financial impact of Historic Preservation.
- 3. Use:**
For internal management decisions on resource allocation; also, see number 2, above.
- 4. Clarity:**
Not applicable.
- 5. Validity, Reliability and Accuracy:**
Unaudited. See numbers 6 and 9, below.
- 6. Data Source, Collection and Reporting:**
The professional staff reviews our in-house logging system and electronic database, and the data is submitted to the Director. The logging system and database are reviewed quarterly for up-to-date reports.
- 7. Calculation Methodology:**
Absolute count.
- 8. Scope:**
This figure is not broken out in any way beyond the absolute number. Note that there are two, separate tax credit programs: one federal, one state.
- 9. Caveats:**
We record and track projected project costs (value of investment) that are contained within each submitted National Park Service Rehabilitation Tax Credit Application “Part 2” document. Very often the final construction cost exceeds the projected cost, thus our reported figure may well be low.
- 10. Responsible Person:**
Alison Saunders, Architectural Historian Manager
Phone: 225-342-8160; Fax: 225-342-8173; E-mail: asaunders@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Number of properties placed on the National Register.
LaPAS PI Code: None

- 1. Type and Level:**
Outcome – General
- 2. Rationale:**
We are required to report this figure as part of our annual federal grant process. The absolute number of properties entered into the National Register of Historic Places gives an indication of the year-to-year progress of the National Register program in recognizing Louisiana's most significant historic properties.
- 3. Use:**
Internal management decision-making on allocating our resources, and the productivity of staff. Further, see number 2, above.
- 4. Clarity:**
See numbers below.
- 5. Validity, Reliability and Accuracy:**
Unaudited. The National Park Service in Washington maintains the National Register, and is an independent source that can verify Louisiana listings in the Register, and when they occurred. See also number 9, below.
- 6. Data Source, Collection and Reporting:**
The State professional National Register staff compiles data quarterly for that year.
- 7. Calculation Methodology:**
Absolute count.
- 8. Scope:**
The number of historic properties preserved, which was included in our previous strategic plan, has been divided into the following three separate indicators for clarity: Number of historic properties restored using grants, Properties renovated through the Tax Credit program, and Number of properties placed on the National Register.
- 9. Caveats:**
A single "listing" on the National Register may be a single building, and it may also be an entire neighborhood of many buildings. When an entire neighborhood is listed, that requires dramatically more research than for a single building.
- 10. Responsible Person:**
Position not yet filled for the planning cycle
Phone: 225-342-8160; Fax: 225-342-8173; E-mail: unavailable

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Number of historic properties preserved.
LaPAS PI Code: 1287

- 1. Type and Level:**
Outcome – Key
- 2. Rationale:**
This figure provides an overview of our level of performance in *tangibly* preserving historic properties. The figure cumulates our performance in three separate, but related, areas: (1) number of historic properties restored using grants, (2) number of properties renovated through the Tax Credit programs, and (3) number of properties listed on the National Register of Historic Places (“NRHP”).
- 3. Use:**
Internal management decision-making on allocating our resources, and the productivity of staff. Further, see number 2, above.
- 4. Clarity:**
The first two of the three component parts of this indicator report on physical improvements to properties; but, the third component (listing on the NRHP) does not necessarily involve any physical change. We include it because, for commercial properties, listing on the NRHP is required for earning the federal rehabilitation tax credit.
- 5. Validity, Reliability and Accuracy:**
Unaudited. The Division of Historic Preservation maintains a list of properties restored using grants, and those renovated through the Tax Credit programs. The National Park Service in Washington maintains the NRHP, and is an independent source that can verify Louisiana NRHP listings as well as federal tax credit projects. See also number 9, below.
- 6. Data Source, Collection and Reporting:**
The State professional National Register staff compiles data quarterly.
- 7. Calculation Methodology:**
Absolute count.
- 8. Scope:**
As noted above, we have now clearly delineated the three separate parts comprising this indicator: (1) number of historic properties restored using grants, (2) properties renovated through the Tax Credit programs, and (3) number of properties placed on the NRHP. Each of these parts is, itself, a separate indicator.
- 9. Caveats:**
A single “listing” on the National Register may be a single building, and it may also be an entire neighborhood of many buildings. When an entire neighborhood is listed, that requires dramatically more research than for a single building.
- 10. Responsible Person:**
Phil Boggan, Historic Preservation Director
Phone: 225-342-8160; Fax: 225-342-8173; E-mail: pboggan@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Private investment leveraged in Louisiana historic properties for every dollar of state/federal investment.
LaPAS PI Code: None

1. **Type and Level:**
Efficiency – General
2. **Rationale:**
Tracking private investment leveraged by governmental expenditure gives a good indication of the program's value and effectiveness.
3. **Use:**
To inform management decision-making about resource allocation, and to serve as a barometer of our programs' economic impact.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. See numbers 6 and 9, below.
6. **Data Source, Collection and Reporting:**
Private investment figures are received from Main Street communities and Certified Local Governments, in the form of quarterly reports; and from periodic reviews of our Tax Credit logging system and database. State/federal investment is derived from our own Historic Preservation Division's annual budget.
7. **Calculation Methodology:**
This figure is reached by dividing the total amount of private dollars invested by the total State and Federal dollars contained within the Historic Preservation Division's annual budget.
8. **Scope:**
Note that there are two, separate tax credit programs: one federal, one state. Also note that the State program has two parts: revenue-producing properties and residential properties.
9. **Caveats:**
The actual figure may vary from the recorded and submitted figure owing to two factors: 1) Some preservation investment projects "fall through;" and, 2) many times the projected project cost, which we record, is less than the final actual project cost for private investment. Separately, economic cycles may also impact this indicator.
10. **Responsible Person:**
Alison Saunders, Architectural Historian Manager
Phone: 225-342-8160; Fax: 225-342-8173; E-mail: asaunders@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 3 – Assist in the restoration of 900 historic properties by 2013.
Indicator Name: Restoration/artisan/construction jobs created for the cultural economy by tax credit programs, venture capital, and investment leveraged.
LaPAS PI Code: New

1. **Type and Level:**
Efficiency – General
2. **Rationale:**
The Louisiana Department of Economic Development has a standard formula for job creation. \$37,000 spent on rehabilitating an existing building yields one construction/restoration job. We simply take the total investment leveraged and divide by that number to calculate jobs generated in a given year.
3. **Use:**
To help track the Cultural Economy as a jobs generating engine.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Compiled by the State Historic Preservation Office from reported investment figures using the established formula.
6. **Data Source, Collection and Reporting:**
Project developers are required to report final investment figures at the close of projects that come through these programs.
7. **Calculation Methodology:**
See above.
8. **Scope:**
Not applicable.
9. **Caveats:**
See number 2, above.
10. **Responsible Person:**
Alison Saunders, Architectural Historian Manager
Phone; 225-342-8160; Fax: 225-342-8173; E-mail: asaunders@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 4 – Between 2008 and 2013, increase promotion and awareness of Louisiana’s archaeological heritage through the regional and station archaeology programs by conducting 25 interpretive projects, by 2013.
Indicator Name: Number of regional and station archaeology programs funded.
LaPAS PI Code: None

1. **Type and Level:**
Input – General
2. **Rationale:**
The more regional and station archaeology programs are in operation the better we can achieve our objective of increasing promotion and awareness of Louisiana’s archaeological heritage.
3. **Use:**
To provide context that makes the other performance indicators under this objective more meaningful.
4. **Clarity:**
Regional archaeology program operates offices in various regions of the state, with an assigned archaeologist working to advance archaeological knowledge throughout that region. Our single station archaeology program operates at Poverty Point State Historic Site, with an assigned archaeologist working specifically to advance the archaeological knowledge of that one site and to interpret it to the public.
5. **Validity, Reliability and Accuracy:**
Unaudited. Manual count of grants for each of these programs.
6. **Data Source, Collection and Reporting:**
Office awards grants to support programs. Grants are awarded annually. Office has paper-based record keeping of the grants.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
None.
9. **Caveats:**
Dependent upon state and federal funding.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 4 – Between 2008 and 2013, increase promotion and awareness of Louisiana’s archaeological heritage through the regional and station archaeology programs by conducting 25 interpretive projects, by 2013.
Indicator Name: Number of landowners contacted by regional archaeologists.
LaPAS PI Code: 6463

1. **Type and Level:**
Output – General
2. **Rationale:**
Shows how many landowners and collectors are personally contacted to provide information about archaeology, which helps lead to the discovery of important archaeological sites.
3. **Use:**
To gauge the activity of the regional archaeologists.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. The regional archaeologists who report this information are Ph.D.-level professional.
6. **Data Source, Collection and Reporting:**
Regional and station archaeologists keep records of these contacts.
Reported quarterly.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
None.
9. **Caveats:**
Partially dependent upon number of requests from landowners and collectors.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 4 – Between 2008 and 2013, increase promotion and awareness of Louisiana’s archaeological heritage through the regional and station archaeology programs by conducting 25 interpretive projects, by 2013.
Indicator Name: Number of interpretive projects completed by the station archaeologist.
LaPAS PI Code: 10313

1. **Type and Level:**
Outcome – Key
2. **Rationale:**
These projects lead directly to accurate public interpretation of one of Louisiana’s most important archaeological sites. That directly addresses our objective to increase promotion and awareness of Louisiana’s archaeological heritage.
3. **Use:**
To inform management review of the level of activity by the station archaeologist.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. The station archaeologist supplies detailed accounts of interpretive projects in annual reports. The station archaeologist is a Ph.D.-level professional. Annual reports are reviewed by professional archaeologists in our agency.
6. **Data Source, Collection and Reporting:**
Station archaeologist provides written descriptions of her interpretive projects in annual reports. We retain all these reports permanently.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
None.
9. **Caveats:**
Affected by unexpected natural events, and by state funding fluctuations.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of Archaeology Week events coordinated.
LaPAS PI Code: None

1. **Type and Level:**
Input – General
2. **Rationale:**
Office coordinates activities around the state so the public can learn more about Louisiana archaeology. The number of events held is an indication of how well we provide citizens with information about archaeology.
3. **Use:**
To inform management decision-making about resource allocation and program impact. See also number 2, above.
4. **Clarity:**
Archaeology Week is a designated week in the fall during which special talks and other events are given around the state in dozens of communities.
5. **Validity, Reliability and Accuracy:**
Unaudited. Host coordinators of events submit reports to us enabling us to verify that the event did indeed take place. Further, staff members attend of these events in person, and serve as a further check.
6. **Data Source, Collection and Reporting:**
Annual schedule of activities provides a record of events. Annually, in the fall.
7. **Calculation Methodology:**
Absolute count.
8. **Scope:**
This indicator is a component of the more comprehensive indicator: "Number of persons reached with booklets, web site and Archaeology Week."
9. **Caveats:**
None.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Phone: 225-342-8170; Fax: 225-342-4480; E-mail: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of web-based pages.
LaPAS PI Code: New

1. **Type and Level:**
Input – General
2. **Rationale:**
To allow us to monitor our progress in moving toward web-based distribution of informational materials about archaeology. We are planning to rely increasingly upon the Internet to provide citizens with education and information about archaeology.
3. **Use:**
See number 2, above.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. We use a manual count.
6. **Data Source, Collection and Reporting:**
Number is plainly ascertainable by the presence of these materials on the Internet.
7. **Calculation Methodology:**
Absolute count.
8. **Scope:**
This indicator is a component of the indicator: "Number of persons reached with booklets, web site and Archaeology Week."
9. **Caveats:**
Creating web-based information is a high cost item in the Division of Archaeology's budget, and the cost limits the division's ability to deploy web pages.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of archaeology teacher materials distributed.
LaPAS PI Code: None

1. **Type and Level:**
Output – General
2. **Rationale:**
Indicates how many classroom activity guides and teaching poster sets about Louisiana archaeology we distributed to teachers and other educators. This is one component of our outreach to citizens to provide them information about archaeology.
3. **Use:**
Helps us to plan printing. Also helps us evaluate usefulness of, and level of interest in, specific materials.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Done by manual count of printed materials.
6. **Data Source, Collection and Reporting:**
Supplies of materials are inventoried quarterly. Separately, we also maintain a list of persons to whom we mail materials.
7. **Calculation Methodology:**
Current number of materials in inventory is subtracted from previous number of materials in inventory.
8. **Scope:**
This indicator is a component of the more comprehensive: "Number of persons reached with booklets, web site, and Archaeology Week."
9. **Caveats:**
Dependent upon number of requests for materials received, and availability of materials.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of archaeology booklets distributed.
LaPAS PI Code: 20822

1. **Type and Level:**
Output – General
2. **Rationale:**
Indicates the number of non-technical booklets about Louisiana archaeology that are distributed annually. This is one component of our outreach to citizens to provide them information about archaeology.
3. **Use:**
Helps us to plan printing. Also helps us evaluate usefulness of, and level of interest in, specific materials.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. Done by manual count of printed materials.
6. **Data Source, Collection and Reporting:**
Supply of booklets is inventoried. Quarterly. Separately, we also maintain a list of persons to whom we mail materials.
7. **Calculation Methodology:**
Current number of materials in inventory is subtracted from previous number of materials in inventory.
8. **Scope:**
This indicator is a component of the more comprehensive indicator: "Number of persons reached with booklets, web site and Archaeology Week."
9. **Caveats:**
Dependent upon the number of requests for booklets, and upon the number of titles in print. Also note that we are now beginning to distribute similar information by placing modules on the Internet, and that form of distribution will be separate from the distribution of printed booklets.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of hits on our Internet pages.
LaPAS PI Code: None

1. **Type and Level:**
Outcome – General
2. **Rationale:**
Indicates the number of visits annually to our non-technical Internet learning pages about Louisiana archaeology. That is a component of measuring the number of citizens we provide with information about archaeology.
3. **Use:**
To inform management decision-making about resource allocation. Also, see number 2, above.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. Information on the number of hits is made available to us by electronic monitoring of usage of our website.
6. **Data Source, Collection and Reporting:**
Departmental Information Services tracking system. Summarized annually.
7. **Calculation Methodology:**
Simple count.
8. **Scope:**
This indicator is a component of the more comprehensive indicator: "Number of persons reached with booklets, web site and Archaeology Week."
9. **Caveats:**
We are just now beginning to place information on the Internet, and that form of distribution is constrained by the availability of funding with which to create those modules. The number of hits is challenging to predict as we lack much historical data on this indicator.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of participants attending Louisiana Archaeology Week activities.
LaPAS PI Code: None

1. **Type and Level:**
Outcome – General
2. **Rationale:**
Indicates the number of people who attended presentations about Louisiana archaeology statewide during Louisiana Archaeology Week.
3. **Use:**
To inform management decision-making about resource allocation, program reach, and extent to which we are meeting the public's needs with the activities presented.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. We receive reports on audience size from event hosts. In addition, members of our own staff personally attend many of these events, and are able to verify approximate attendance.
6. **Data Source, Collection and Reporting:**
Activity hosts report audience size to us.
7. **Calculation Methodology:**
Addition.
8. **Scope:**
The indicator is a component of the more comprehensive indicator: "Number of persons reached with booklets, web site and Archaeology Week."
9. **Caveats:**
Audience size varies with the weather, local publicity, as well as the type and number of our activities and competing activities.
10. **Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; E-mail: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 5 – Provide approximately 100,000 citizens with information about archaeology between 2008 and 2013.
Indicator Name: Number of persons reached with booklets, web site and Archaeology Week.
LaPAS PI Code: 20821

- 1 Type and Level:**
Outcome – Key
- 2 Rationale:**
Provides an overview of the level of performance in three important modes of our outreach to citizens to provide them information about archaeology.
- 3 Use:**
Helps us to assess internal staffing levels and resource deployment. Also helps us evaluate usefulness of, and level of interest in, our outreach efforts.
- 4 Clarity:**
See items 8 and 9, below.
- 5 Validity, Reliability and Accuracy:**
Unaudited. Done by manual count of booklets, reporting from our department's Information Services section, and reports from Archaeology Week partner organizations.
- 6 Data Source, Collection and Reporting:**
Supplies of materials are inventoried quarterly. Separately, we also maintain a list of persons to whom we mail materials. See also number 5, above.
- 7 Calculation Methodology:**
Current number of booklets in inventory is subtracted from previous number of booklets in inventory. Other two component parts are by simple count.
- 8 Scope:**
We feel it would make sense to replace all other performance indicators for this objective with this more comprehensive one that includes the newly emerging factor of web site hits.
- 9 Caveats:**
Dependent upon number of requests for booklets received, and availability of booklets. Web site hits level is largely outside our control. Number of persons reached through Archaeology Week events is partly dependent upon marketing efforts by our partner organizations, competing activities, and the weather.
- 10 Responsible Person:**
Nancy Hawkins, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: nhawkins@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 6 - Create 1,000 new jobs by recruiting new businesses and supporting existing businesses in designated Main Street historic districts between 2008 and 2013.
Indicator Name: Main Street communities participating.
LaPAS PI Code: None

1. **Type and Level:**
Input – General
2. **Rationale:**
Number of programs participating gives an indication of the scope and size of our program effort and makes a useful comparison with end results.
3. **Use:**
To inform management decision-making about resource allocation and burdens placed upon staff members who provide technical support to participating communities.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. The number of communities participating is derived by simply counting the number of communities that have current written participation agreements with our office, be they rural communities or the new urban model.
6. **Data Source, Collection and Reporting:**
Manual count of written agreements with communities in the Louisiana Main Street Program, by a professional staff member of the State Division of Historic Preservation. Collected throughout the year.
7. **Calculation Methodology:**
Absolute count.
8. **Scope:**
This figure is not broken out in any way beyond the absolute number.
9. **Caveats:**
A community may be a full-fledged member of our Office's Louisiana Main Street Program, and yet not receive any funds from us. Accordingly, the term "participating community" describes each community in the Louisiana Main Street Program more accurately than the term "funded community."
10. **Responsible Person:**
Vacant, Architectural Historian Manager
Ph.: 225-342-8160; Fax: 225-342-8173; E-mail: N/A

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 6 - Create 1,000 new jobs by recruiting new businesses and supporting existing businesses in designated Main Street historic districts between 2008 and 2013.
Indicator Name: Number of new jobs created by the Main Street program.
LaPAS PI Code: None

- 1. Type and Level:**
Output – Key
- 2. Rationale:**
New jobs generated is an accepted measure of economic development programs.
- 3. Use:**
To inform management decision-making about resource allocation and program impact.
Also see item number 2, above.
- 4. Clarity:**
Not applicable.
- 5. Validity, Reliability and Accuracy:**
We rely upon our partner Main Street communities to report to us accurately on job creation in their respective communities. They are well positioned to know what jobs have been created in their own community's Main Street district. However, the responsibility for sending us reliable and accurate information is squarely on the shoulders of the local Main Street manager in each of our participating communities.
- 6. Data Source, Collection and Reporting:**
Each local Program Manager monitors business activity in each designated community closely. Each new hire is recorded and submitted to the State staff quarterly, and compiled by the State Historic Preservation professional staff.
- 7. Calculation Methodology:**
Addition.
- 8. Scope:**
This figure is not broken out in any way beyond the absolute number. The number of jobs reported is the gross number of new jobs created.
- 9. Caveats:**
Economic fluctuations may impact this indicator.
- 10. Responsible Person:**
Vacant, Architectural Historian Manager
Ph.: 225-342-8160; Fax: 225-342-8173; E-mail: N/A

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 6 - Create 1,000 new jobs by recruiting new businesses and supporting existing businesses in designated Main Street historic districts between 2008 and 2013.
Indicator Name: Private investment leveraged through the Main Street program.
LaPAS PI Code: None

1. **Type and Level:**
Outcome – General
2. **Rationale:**
Private investment leveraged is a frequently used measure of governmental economic development programs.
3. **Use:**
To inform management decision-making about resource allocation, and to determine the effectiveness of the Main Street program.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. We rely upon our partner Main Street communities to report to us accurately on this activity in their respective communities. They are well positioned to know what private investment takes place in their own community's Main Street district. However, the responsibility for sending us reliable and accurate information is squarely on the shoulders of the local Main Street manager in each participating community. A few business owners decline to disclose this information to their local Main Street manager.
6. **Data Source, Collection and Reporting:**
Local Program Managers closely monitor business activity in their respective communities. Quarterly, they tabulate the private investment leveraged, and then forward it to the State staff. The State Historic Preservation professional staff then compiles the data. Reports are due one month after the close of each quarter.
7. **Calculation Methodology:**
Actual count, then addition.
8. **Scope:**
This figure is not broken out in any way beyond the absolute number.
9. **Caveats:**
Economic cycles may impact this indicator.
10. **Responsible Person:**
Vacant, Architectural Historian Manager
Ph.: 225-342-8160; Fax: 225-342-8173; Email: N/A

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 7 – Review 100% of the federally funded, licensed, or permitted projects submitted to assess their potential impact on historic and archaeological resources.
Review and administer 100% of the requests for state archaeological permits.
Indicator Name: Number of federal projects reviewed annually.
LaPAS PI Code: None

1. **Type and Level:**
Input – General
2. **Rationale:**
Shows how many federal projects are reviewed for potential impact on historic and archaeological resources.
3. **Use:**
To inform management decision-making about workload and staffing needs.
4. **Clarity:**
These reviews are conducted under the National Historic Preservation Act, the National Environmental Policy Act, as well as other federal rules and regulations.
5. **Validity, Reliability and Accuracy:**
Unaudited. There is a paper record for each review we perform, which we keep for at least one year.
6. **Data Source, Collection and Reporting:**
Staff archaeologist counts the number of projects reviewed each day.
Summarized and reported quarterly.
7. **Calculation Methodology:**
Absolute count.
8. **Scope:**
None.
9. **Caveats:**
Dependent upon number of federal projects submitted to office, and upon state and federal budget fluctuations.
10. **Responsible Person:**
Rachel Watson, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; E-mail: rwatson@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 7 – Review 100% of the federally funded, licensed, or permitted projects submitted to assess their potential impact on historic and archaeological resources. Review and administer 100% of the requests for state archaeological permits.
Indicator Name: Number of state permits issued annually.
LaPAS PI Code: New

1. **Type and Level:**
Output – General
2. **Rationale:**
Shows how many researchers we serve annually who need archaeological permits.
3. **Use:**
To inform management decision-making about resource allocation. This number also demonstrates a measure of the level of public service we provide.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited.
6. **Data Source, Collection and Reporting:**
Tabulated as issued.
7. **Calculation Methodology:**
Absolute count.
8. **Scope:**
None.
9. **Caveats:**
Dependent on number of researchers who need permits.
10. **Responsible Person:**
Rachel Watson, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; E-mail: rwatson@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 7 – Review 100% of the federally funded, licensed, or permitted projects submitted to assess their potential impact on historic and archaeological resources.
Review and administer 100% of the requests for state archaeological permits.
Indicator Name: Number of archaeological reports about federal projects reviewed annually.
LaPAS PI Code: None

1. **Type and Level:**
Outcome – General
2. **Rationale:**
Shows how many in-depth archaeological reports resulted from recommendations for in-depth archaeological study of proposed federal project locations. All reports are reviewed for accuracy and compliance with federal and state guidelines.
3. **Use:**
To serve as a measure of the public service we provide. Researchers, federal agencies, and land managers use these reports to help determine if important archaeological resources would be compromised by a federal project.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. Manual count of written reports.
6. **Data Source, Collection and Reporting:**
Staff archaeologists record reports as they are reviewed and commented upon. Reported quarterly.
7. **Calculation Methodology:**
Absolute count.
8. **Scope:**
None.
9. **Caveats:**
Dependent on type and number of archaeological projects conducted during any year.
10. **Responsible Person:**
Rachel Watson, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: rwatson@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 7 – Review 100% of the federally funded, licensed, or permitted projects submitted to assess their potential impact on historic and archaeological resources.
Indicator Name: Percentage of proposed projects reviewed.
LaPAS PI Code: 10310

- 1. Type and Level:**
Efficiency – Key
- 2. Rationale:**
Provides a measure of productivity and workload. Also, this information is important because it is a barometer of how many archaeological and historical sites could be jeopardized if we do not properly review the proposed projects.
- 3. Use:**
See number 2, above.
- 4. Clarity:**
Principally undertaken by staff of Division of Archaeology; however, Division of Historic Preservation staff are involved in these reviews throughout the review process. Section 106 of the National Historic Preservation Act mandates that our Office conduct these reviews. Thus, these reviews are most frequently referred to simply as “Section 106 reviews.”
- 5. Validity, Reliability and Accuracy:**
Unaudited. We have in our files a physical, paper record of each project review. These paper files are kept for at least one year.
- 6. Data Source, Collection and Reporting:**
Staff archaeologists record the number of project reviews. Calculated annually.
- 7. Calculation Methodology:**
Simple math, to derive a percentage: divide the total number of projects reviewed in our office by the number of projects received in our office.
- 8. Scope:**
None
- 9. Caveats:**
None.
- 10. Responsible Person:**
Rachel Watson, Archaeologist Manager
Ph.: 225-342-8170; Fax: 225-342-4480; Email: rwatson@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 8 – To recruit and administer Foreign Associate Teachers from France, Canada, Belgium and other Francophone nations annually.
Indicator Name: Number of Foreign Associate Teachers recruited.
LaPAS PI Code: 4830

1. **Type and Level:**
Outcome – Key
2. **Rationale:**
This indicator provides a yardstick to measure the extent to which French is being taught in Louisiana public schools through the support of the Louisiana Minimum Foundation Program.
3. **Use:**
This indicator is used to help gauge the extent to which French is being taught in Louisiana public schools and the extent to which CODOFIL helps supply teachers of the French language.
4. **Clarity:**
None necessary.
5. **Validity, Reliability and Accuracy:**
The number of FAT is monitored by the J-1 visa program in compliance with Immigration and Customs Enforcement regulations.
6. **Data Source, Collection and Reporting:**
The source is the Student and Exchange Visitor Information System database maintained by the U.S. Department of Homeland Security.
7. **Calculation Methodology:**
The PI is calculated by counting the number of teachers
8. **Scope:**
Statewide.
9. **Caveats:**
The indicator can be affected by changes in international travel and worker permit policies of our country and the French speaking countries of the world.
10. **Responsible Person:**
David Cheramie, Ph.D., Executive Director. Tel : 337-262-5810 ; Fax: 337-262-5812,
Email : dcheram@bellsouth.net.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Cultural Development
Objective: 9 – To enable Louisiana Teachers and students of French to study French abroad each year.
Indicator Name: Number of foreign scholarships awarded.
LaPAS PI Code: 8430

1. **Type and Level:**
Outcome – Key
2. **Rationale:**
This indicator was selected because it gives an idea of the extent to which Louisianans are being assisted in the study of the French language by countries outside the U.S.
3. **Use:**
This indicator will be used to gauge the extent to which Louisiana teachers and students are assisted in studying the French language in other countries.
4. **Clarity:**
None necessary.
5. **Validity, Reliability and Accuracy:**
The number of foreign scholarships awarded is monitored by the CODOFIL Scholarship Coordinator.
6. **Data Source, Collection and Reporting:**
The source is the number of foreign scholarships awarded to Louisiana teachers and students of French, tallied by CODOFIL.
7. **Calculation Methodology:**
Simple arithmetic calculation.
8. **Scope:**
Pertains to teachers and students of French throughout the State.
9. **Caveats:**
These scholarships have two sources: a) foreign countries; and b) a Louisiana nonprofit corporation, Fondation Louisiane. The funding is approximately 60% by foreign countries and approximately 40% from Louisiana.
10. **Responsible Person:**
David Cheramie, Ph.D., Executive Director. Tel : 337-262-5810 ; Fax: 337-262-5812,
Email : dcheram@bellsouth.net.

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts
Objective: 2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
Indicator Name: Number of grants to organizations
Attendance at workshops/seminars.
LaPAS PI Code: 6464; None

1. **Type and Level:**
Output – Key; General
2. **Rationale:**
First indicator reports the gross number of organizations in the state that receive grant support from LDOA. Second indicator speaks to size of constituent/stakeholder pool, and the ability of LDOA to advertise programs and services for maximum community outreach.
3. **Use:**
Gauges how many organizations we support with grants. Second indicator gauges the number of our constituents, and the effectiveness of our promotion of these learning events.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. We maintain detailed written records and an electronic database of the grant support we provide to organizations. The number of those at workshops and seminars is obtained from those who sign-in when attending a workshop or seminar.
6. **Data Source, Collection and Reporting:**
Manual count of organizations receiving grant support. Sign-in sheets at all workshops/seminars. After all workshops/ seminars. Collected throughout the year, compiled at the end of each calendar year.
7. **Calculation Methodology:**
Manual count; Simple math.
8. **Scope:**
Sign-in sheets should be compared to number of applications received and number funded to determine efficiency. Sign-ins are added to ArtsMail database and categorized. Numbers can be studied by region, type of organization or individual, etc.
9. **Caveats:**
An estimated 10-15% of workshops/seminar attendees fail to sign in.
10. **Responsible Person:**
Veronique Le Melle, Executive Director, La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts
Objective: 1 – By the year 2013, increase the audiences for LDOA-sponsored events to 9 million people per year.
2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
3 – By the year 2013, increase the number of Louisiana artists directly served by programs of the LDOA by 25% above the number served as of June 30, 2005.
Indicator Name: Number of workshops/seminars.
LaPAS PI Code: None

1. **Type and Level:**
Input – General
2. **Rationale:**
Workshops and seminars are LDOA's prime direct contacts with stakeholders and constituents. These events have a fundamental impact upon the number and quality of grant applications we receive, and LDOA's ability to reach new constituents.
3. **Use:**
See number 2, above.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. This information is readily derived by staff members of the Division of the Arts.
6. **Data Source, Collection and Reporting:**
Manual count. At the end of each calendar year.
7. **Calculation Methodology:**
Simple math.
8. **Scope:**
This figure does not include the number of workshops/seminars conducted by regional community development coordinators as an extension of the Decentralized Arts Funding Program. From attendance at various workshops/seminars, one can determine topics of interest and degree of technical sophistication of potential grant applicants.
9. **Caveats:**
Some duplication of topics is difficult to avoid.
10. **Responsible Person:**
Veronique Le Melle, Executive Director, La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts
Objective: 2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
Indicator Name: Number of new applicants.
LaPAS PI Code: None

1. **Type and Level:**
Input; General
2. **Rationale:**
Indicates degree of successful outreach and service to constituents and stakeholders in each program and arts discipline. Allows baseline comparisons of program success on an annual basis.
3. **Use:**
See number 2, above.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. Paper applications verify this statistic. The Division of the Arts keeps these on file.
6. **Data Source, Collection and Reporting:**
Program staff and regional community development coordinators compile end of the calendar year reports.
7. **Calculation Methodology:**
Simple math.
8. **Scope:**
None.
9. **Caveats:**
Annual budget fluctuations impact this indicator.
10. **Responsible Person:**
Veronique Le Melle, Executive Director, La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts

Objective: 1 – By the year 2013, increase the audiences for LDOA-sponsored events to 9 million people per year.
2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
3 – By the year 2013, increase the number of Louisiana artists directly served by programs of the LDOA by 25% above the number served as of June 30, 2005.

Indicator Name: Number of grant applications received.

LaPAS PI Code: None

1. **Type and Level:**
Output – General
2. **Rationale:**
Indicates degree of effectiveness in each program function, as compared to previous year's baseline in each area.
3. **Use:**
See number 2, above.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. See number 6, below.
6. **Data Source, Collection and Reporting:**
Program staff and regional community development coordinators compile statistics within each discipline/function on an ongoing basis. A report is then compiled at the end of each fiscal year for the Executive Director.
7. **Calculation Methodology:**
Basic calculations, compared with baseline figures to determine changes.
8. **Scope:**
None.
9. **Caveats:**
Note that the number of grant applications received does not necessarily move in tandem with the number of grants awarded. For example, in a year when we receive many grant applications, budgetary constraints can reduce the number of grants awarded.
10. **Responsible Person:**
Veronique Le Melle, Executive Director; La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

mongo

Program: Arts

Objective: 1 – By the year 2013, increase the audiences for LDOA-sponsored events to 9 million people per year.
2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
3 – By the year 2013, increase the number of Louisiana artists directly served by programs of the LDOA by 25% above the number served as of June 30, 2005.

Indicator Name: Percentage increase in grant applications submitted and grants awarded.
Percentage increase in attendance at workshops/seminars.

LaPAS PI Code: None; None

1. Type and Level:

Outcome – General

2. Rationale:

Evaluates effectiveness of LDOA efforts by comparing with baseline figures in each program/function; determines rates of success; and determines priorities.

3. Use:

See number 2, above.

4. Clarity:

None.

5. Validity, Reliability and Accuracy:

Unaudited. Of these statistics, all except the first are produced by calculations made by our staff. However, the first statistic is compiled by the Division of the Arts from information that grant recipients sent us in written reports, which we retain. The accuracy and reliability of this first statistic rests almost wholly with the grant recipients.

6. Data Source, Collection and Reporting:

See number 5, above. Comparison with baseline figures. Annually, at the end of each calendar year.

7. Calculation Methodology:

Simple math.

8. Scope:

None.

9. Caveats:

None.

10. Responsible Person:

Veronique Le Melle, Executive Director; La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts

Objective: 1 – By the year 2013, increase the audiences for LDOA-sponsored events to 9 million people per year.
2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
3 – By the year 2013, increase the number of Louisiana artists directly served by programs of the LDOA by 25% above the number served as of June 30, 2005.

Indicator Name: Percentage of positive responses to annual questionnaire to grant recipients.

LaPAS PI Code: None

1. **Type and Level:**
Quality – General
2. **Rationale:**
LDOA directly serves a constituency through its grants making activities. These constituents and stakeholders, in turn, impact a broad segment of the population. We derive feedback on how our programs are perceived and how our functions can best serve these primary providers of services by polling those who receive grants so that we can respond to their needs.
3. **Use:**
See number 2, above.
4. **Clarity:**
None.
5. **Validity, Reliability and Accuracy:**
Unaudited. See numbers 8 and 9, below.
6. **Data Source, Collection and Reporting:**
Cumulative compiling of written feedback. This is done by Division of the Arts staff, using the comments from grant recipients on a written form. Collection of data is ongoing, throughout the year. Compiling the data is at the end of each calendar year.
7. **Calculation Methodology:**
Simple math.
8. **Scope:**
Not all grant recipients will fill out a questionnaire.
9. **Caveats:**
Data gathered must be weighed, as those with a strong opinion are more likely to respond in greater detail.
10. **Responsible Person:**
Veronique Le Melle, Executive Director; La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts
Objective: 1 – By the year 2013, increase the audiences for LDOA-sponsored events to 9 million people per year.
Indicator Name: Number of people directly served by LDOA-supported programs and activities.
LaPAS PI Code: 1309

1. **Type and Level:**
Outcome – Key
2. **Rationale:**
LDOA directly serves a broad segment of the population through its grants making activities. This indicator provides a direct measurement of the annual reach of our sponsored programs.
3. **Use:**
See number 2, above.
4. **Clarity:**
This indicator has previously been phrased slightly differently: "Audience for sponsored events." The term "audience" here means one person attending one event. Accordingly, in this sense the total "audience" may, and usually does, exceed the total number of persons living in the State of Louisiana.
5. **Validity, Reliability and Accuracy:**
Unaudited. While we do spot check attendance at sponsored events by having staff members attend a number of events, such spot-checking merely provides us with a general impression of the number of people in the audience. Accordingly, the reliability of these figures is a function of the reliability of the organizations that report their audience numbers to us. All grant agreements provide that our office, and the Legislative Auditor, may inspect all documentation the receiving organization compiles on each grant, for up to three years after the end of the grant agreement.
6. **Data Source, Collection and Reporting:**
Cumulative compiling of written reports from the organizations receiving grants from us. This is done by Division of the Arts staff. Collection of data is ongoing, throughout the year. We compile the data at the end of each fiscal year.
7. **Calculation Methodology:**
Simple math.
8. **Scope:**
None.
9. **Caveats:**
See item 5, above. Also, the number of people directly served by LDOA-sponsored events is dependent upon the marketing efforts of our partner organizations that actually present these events, as well as being dependent upon the general Louisiana economy.
10. **Responsible Person:**
Veronique Le Melle, Executive Director; La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts
Objective: 2 – By the year 2013, increase the number of nonprofit arts and community service organizations directly served by programs of the LDOA by 10% above the number served as of June 30, 2005.
Indicator Name: Number of folklife traditions documented.
Number of organizations assisted to use folk heritage.
Percentage increase in new applicants.
Percentage increase in new grantees.
LaPAS PI Code: 6466; 6467; None; None.

1. **Type and Level:**
Output; Output; Outcome; Outcome – General; General; General; General
2. **Rationale:**
The folklife indicators indicate degree of effectiveness in the folklife program function; also indicate the reach of the program. These indicate how well the program is preserving Louisiana's rich folk heritage. Documenting folklife traditions creates a resource of authentic information usable by a wide number of public and private entities and individuals. The percentage increase in new applicants and in new grantees provide a measure of how well we are extending our grants to organizations that have not previously applied for grants, and not previously been awarded grants.
3. **Use:**
See number 2, above.
4. **Clarity:**
The Folklife Program conducts much of its work through Regional Folklorists officed at various universities around the state. Those Regional Folklorists work throughout the parishes within their respective regions.
5. **Validity, Reliability and Accuracy:**
Unaudited. Folklife data is compiled by the Folklife Director through reviews of the annual written reports by each Regional Folklorist. Data about new applicants and new grantees is compiled by Division of the Arts' grants review staff, and all such data is supported by detailed written records retained by the Division of the Arts.
6. **Data Source, Collection and Reporting:**
The Folklife Director compiles these statistics within each discipline/function on an ongoing basis. A report is then compiled at the end of each fiscal year for the Executive Director. The data on applicants and new grantees is compiled annually by the Division of the Arts' grants review staff.
7. **Calculation Methodology:**
Manual count.
8. **Scope:**
None.
9. **Caveats:**
Budget fluctuations have a direct impact on the functioning of our grants program. In the Folklife area, budgetary constraints have thus far prevented the full statewide implementation of this program.
10. **Responsible Person:**
Veronique Le Melle, Executive Director; La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Arts
Objective: 3 – By the year 2013, increase the number of artists directly served by programs of the LDOA by 25% above the number served as of June 30, 2005.
Indicator Name: Number of grants to artists.
LaPAS PI Code: 6465

- 1 Type and Level:**
Output – Key
- 2 Rationale:**
Indicates absolute number of artists to whom we provide financial support annually in the form of grants. This indicates the amount of our reach to those members of our constituency who are professional artists, one of the components of our stated mission.
- 3 Use:**
See number 2, above.
- 4 Clarity:**
None.
- 5 Validity, Reliability and Accuracy:**
Unaudited. This is tracked by detailed written records maintained in our office, and by an electronic database we also maintain. The Executive Director reviews this number personally.
- 6 Data Source, Collection and Reporting:**
We compile this data in our office. We report it to, among others, the Louisiana State Arts Council, a citizens group appointed by the Governor to oversee policy in the LDOA.
- 7 Calculation Methodology:**
Manual count.
- 8 Scope:**
None.
- 9 Caveats:**
Budget fluctuations have a direct impact on the functioning of this program. Budgetary constraints in recent years have slowly, but steadily, eroded the level of state dollars appropriated to this program. The number of grants also varies from year to year due to varying levels of applications from artists, and due to the varying levels of viable applications from those artists who do apply.
- 10 Responsible Person:**
Veronique Le Melle, Executive Director; La. Division of the Arts
Ph.: 342-8180; Fax: 342-8173; E-mail: vlemelle@crt.state.la.us

PERFORMANCE INDICATOR DOCUMENTATION

Program: Administrative
Objective: 1 – The Office of Cultural Development’s Administration Program shall provide management services for the entire agency by setting agency policy, formulating the agency’s budget, providing fiscal oversight, and ensuring that the agency works toward successfully implementing its strategic and operational plans.
Indicator Name: Percentage of OCD objectives achieved
LaPAS PI Code: New

1. **Type and Level:**
Outcome--Key
2. **Rationale:**
Shows how well the agency is performing overall under the direction of the Administrative Program.
3. **Use:**
To inform management decision-making about the overall efficiency of the organization.
4. **Clarity:**
Not applicable.
5. **Validity, Reliability and Accuracy:**
Unaudited. The result is drawn directly from all the other performance indicators for the agency. Accordingly, it, in turn, directly reflects all the limitations that those underlying indicators inherently contain. Further, it may be that certain of the underlying objectives are only partially achieved. Such partial success would have to be assigned an appropriate weight. This process could introduce additional inexactness into this indicator.
6. **Data Source, Collection and Reporting:**
All the other LaPAS performance indicators currently in use by the agency.
7. **Calculation Methodology:**
Simple arithmetic average produced by dividing the number of performance objectives achieved by the total number of performance objectives.
8. **Scope:**
See immediately preceding item’s explanation.
9. **Caveats:**
Many of the underlying performance objectives are dependent upon external factors that are, to varying degrees, not reflective of the effort expended by our agency. In addition, the underlying objectives do not fully and evenly represent all facets of our agency’s activities; rather, the present only a partial picture.
10. **Responsible Person:**
Robert Collins, Deputy Assistant Secretary 1
Phone 225.342.8200; Fax 225.219.9772; Email rcollins@crt.state.la.us